

13 October 1961

MEMORANDUM FOR: Chief, Analysis Branch  
Chief, Control Branch

SUBJECT : Assignment of Responsibility for the Secure Area

1. In accordance with Security Regulations, all Agency employees are responsible for the security of all classified and controlled material and safekeeping equipment assigned to them and for the area in which they work.
2. The large secure area comprising most of the Analysis and Control Branches has five doors with combination locks. The minimum requirements for securing the area consist of a custodian and a Staff Duty Officer. The custodian is responsible for locking each door from the inside in the following order: GE-47, GH0926, GF-18, GF-28 and GF-40, making sure the area is unoccupied as the doors are locked. The Staff Duty Officer is responsible for checking each door from the outside beginning with GF-40 and working in reverse order.
3. The responsibility for the Staff Duty Officer check is assigned for the weeks indicated as follows:

Staff Duty Officer for Secure Area

Week of

Oct. 8-14  
Oct. 15-21  
Oct. 22-28  
Oct. 29 - Nov. 4  
Nov. 5-11  
Nov. 12-18

25X1A9a

4. During his week of duty the Staff Duty Officer shall designate by roster one individual as custodian (with an alternate) each day.
5. If any individual is to work in the secure area outside of regular working hours, advance arrangements shall be made with the Duty Officer for assignment of security responsibility.

*inner & outer*

25X1A9a

Chief, Document Division